

INFORMATION SERVICES DIVISION

Program Description – Provides IT administration, system development, and technology support to the agency. Maintains the department's data network at the Helena, regional, and area offices. Provides data communication line access, hardware replacement for all computers. Maintains existing computer software in agency including the automated licensing system, license drawings, Smith River drawings, violators, youth hunter safety, and bow hunter safety. Provides direction and support for the collection, storage, analysis, and distribution of electronic information; including Survey & Inventory and GIS. Also maintains databases on fish, wildlife and habitat resources in partnership with the Natural Resources Information Service.

Functional Area
Administration – responsible for oversight and management of information services and related budgets. This group includes the division administrator, assistant administrator and an administrative assistant.
Network Services Bureau -- responsible for the design, acquisition, installation and support of all network and/or personal computer resources and office automation within FWP. This group administers and manages FWP owned "computing infrastructure" (servers, etc), performs necessary virus patches and version upgrades and establishes procedures and controls necessary for secure access. Additionally this group provides field support and some localized "helpdesk" support for the ALS as needed. This group includes a supervisor, seven Regional Information Systems Support Specialists, and two Information Systems Support Specialists based in Headquarters, as well as the agency security officer and database administrator positions.
Application Development Bureau -- responsible for analysis of software requirements, and design, development, deployment and support of software applications for FWP programs requesting a new or enhanced computerized application. This group includes use, oversight and management of outside contract efforts. Additionally, this group develops and recommends software development standards and researches new technologies. This group includes a supervisor, a research and development specialist, five computer analyst and programmer positions and several contractors.
Operations Support Bureau -- responsible for providing support to ALS and other computerized FWP applications, and includes the license agent helpdesk; monitoring and recovery of failed production jobs; monitoring and initiation of corrective action for system errors; correction of bad data; generation of ad hoc reports; ALS device installation and provider training; program migrations; file analysis; data retention and recovery; and quality assurance. This group also provides additional application support to FWP staff. This group includes a supervisor, and five Information Systems Support Specialists.
Information Management Bureau -- responsible for maintenance and support of biological databases MFISH and MWILD, all FWP Geographic Information System (GIS) data, applications and training, and FWP's website. This group includes a supervisor, a web-master, a web content manager, a GIS/Arcview specialist and 2.75 FTE devoted to GIS and biological data analysis and management.

MANAGEMENT AND FINANCE DIVISION

Program Description – In FY06, the Administration and Finance division and the Department Management division were re-organized into the Management and Finance Division. The management sections are responsible for:

- 1) Overall department direction regarding policy, planning, program development, guidelines, and budgets
- 2) Liaison with the Governor's Office and the Legislature
- 3) Interaction with the Fish, Wildlife and Parks Commission
- 4) Decision-making for key resource activities affecting the department
- 5) Supervision of seven divisions that provide program development and staff support
- 6) Supervision of seven regional offices that are responsible for program implementation
- 7) Liaison with Montana's Indian tribes and with other state and federal agencies.
- 8) Legal services for the department
- 9) Human Resource management

The Finance sections of this division provide:

- 1) Department-wide support for accounting
- 2) Fiscal management
- 3) Purchasing and property management
- 4) Federal aid administration
- 5) Administers the sale of hunting, fishing, and other recreational licenses.

Functional Area
Director's Office – Provides overall policy direction and oversight to FWP. Maintains liaison with Governor, legislature, commission, tribes and other agencies at the national and statewide level. Includes administrative support for the FWP Commission.
FWP Commission – Provides funding for expenses of the FWP commission including travel, per diem, honoraria, etc.
Regional/Area Offices – Provides program oversight, support and office facilities for 7 regional and 8 area offices. Provides public access to staff and agency leadership at the local level.
Legal Unit – Provides legal counsel to all aspects of FWP including rule making, litigation, personnel, land transactions, etc.
Human Resources – Develop personnel policy and procedure for the department. Monitor, evaluate, and train employees on policies and procedures. Administer the compensation system through the broad band pay plan. Develop and monitor performance standards and agreements, and coordinate with the Director's Office on definitions of core competencies for all permanent positions. Coordinate and staff the new employee orientation program. Facilitate contract negotiations with the biologist and warden collective bargaining units, Department of Administration, and FWP. Assist the Director's Office with implementation of career development program. Provides training and support for personnel and career

development.
State Wildlife Grants – This authority was provided by the 2005 Legislature in anticipation of approval of federal grants for conservation of native species. State Wildlife Grants budget authority is reflected within Department Management’s budget for other divisions, based on availability of federal funds, suitable matching funds within the division, and approval of projects.
Accounting and Property Management – Manage accounting systems in accordance with generally accepted accounting principles, statute, and department policy. Perform accounts receivable, accounts payable, payroll and cashiering functions. Establish policy and train employees on procurement of goods and services, monitor and conduct physical inventory of property, and manage the department’s vehicle fleet. Manage a quick copy center for reproduction of documents.
Budgeting and Fiscal Analysis –Prepare, allocate, and monitor the department’s budget. Prepare revenue estimates for 60+ accounts, and monitor cash flow. Establish budgetary controls to assure compliance, legislative intent and state statute. Provide FWP managers with fiscal information and respond to requests for financial data. Prepare long term projection of account balances for use by divisions, director’s office, governor’s office and legislative staff.
Recreational Licensing – Sell 1.3 million licenses to resident and nonresident hunters and anglers. Conduct license drawings for moose, sheep, goat, antelope, elk and deer permits, Smith River floating, and miscellaneous other drawings. Administer other licensing programs including block management, landowner, and surplus licenses. Issue refunds to unsuccessful applicants. Administer the bonus point preference system. Respond to thousands of inquiries about recreational opportunities through the internet, and provide information packets upon request.
Federal Aid & Grants – Receive approval from the U.S. Fish and Wildlife Service for \$10,000,000 of grant applications for Pittman/Robertson (wildlife) and Wallop/Breaux (fisheries) funding. Coordinate USFWS field reviews and audits. Evaluate and comment on various proposed federal rules and regulations to the USFWS, congressional delegation, Governor’s Office and others. Provides liaison between staff and the FWP Foundation.
Administrative Support -- Provide administrative support to the Helena Headquarters. Train staff on various softwares including PowerPoint presentations. Maintain various electronic databases including the FWP Personnel Directory and miscellaneous mailing lists. Provide mail distribution to Helena and regional offices. Administer the Helena area central vehicle fleet.
Agency Fixed Costs – To simplify the department’s budget, certain fixed costs related to all divisions are recorded in the Management and Finance Division. Examples of costs in this category include liability insurance, department external audits, maintenance and operation of the Helena Headquarters buildings,

FIELD SERVICES DIVISION

Program Description – The Field Services Division provides services in the following areas. The Landowner Sportsman Relations Unit establishes and maintains communications with users, resource-based organizations and individuals; provides coordination for FWP weed management, livestock reimbursement, and landowner assistance functions; and administers the Living with Wildlife, Game Damage, and Block Management and Access Montana hunting access enhancement programs. The Living with Wildlife Program provides grants to agencies, local government, and non-government organizations to reduce human/wildlife conflicts in urban and suburban settings. The Game Damage program provides assistance to landowners in minimizing impacts of game animals to property and crops. The Block Management and Access Montana programs provide tangible benefits to landowners to offset potential impacts associated with public hunting access on private property or to obtain public hunting access to public land. The Design and Construction Bureau provides architectural and engineering services for construction and maintenance projects at state parks, state fishing access sites, and wildlife management areas. The Bureau Chief along with the division Administrative Assistant directs the FWP project 'Crossing the Barriers' program for the disabled. The Aircraft Unit provides aerial mountain lake surveys and fish planting, wildlife surveys, wildlife capture and marking, and transportation for the department, along with direct supervision of the FWP Safety program. The Land Unit is responsible for the real estate functions of the department, including the preparation of conservation easement terms and amendments, acquisition and disposal of real estate and real property, and management of all permanent land records.

Functional Area
Hunting Access Enhancement - The Block Management and Access Montana programs provide financial and other incentives to private landowners to off-set potential impacts associated with public hunting access on private property or to obtain public hunting access to public land; establish policy and rules; negotiate contracts; develop and publish brochures, regulations and maps; mark property boundaries; provide hunter management services; make payments to landowners.
Design and Construction Bureau – Provide architectural and engineering services for construction and maintenance projects at department sites; develop master site plans; develop bid documents for design and construction by private sector; administer bidding process; administer construction contracts; ensure adherence to state construction law and other law; develop and install signs and interpretive displays; administer the departments' responsibilities under the federal ADA.
Lands Unit – Responsible for real estate transactions of the department, including acquisition and disposal of real estate and real property, negotiation and compliance of conservation easement terms and amendments; land exchanges; management of permanent land records; tax payments to counties; compliance with federal appraisal and real estate standards and department lease-in / lease-out policy.
Landowner Sportsmen Relations – Establishes and maintains communication with hunter and landowner organizations; provides staffing for the Governor's Private Lands/Public Wildlife

Council; coordinates the department's weed management, livestock reimbursement, living with wildlife, and landowner assistance functions, and administers the Block Management and Access Montana programs.

Game Damage – Provide assistance to private landowners who allow public hunting and who are experiencing game damage problems; provide program guidance, policy and procedure for administration of the game damage program; allocate game damage budgets to regions; program review and reporting.

Livestock Loss Program – Provide partial reimbursement to livestock owners for livestock verifiably killed by hunters.

Aircraft Unit – Provide flying services needed for aerial mountain lake fish surveys and fish planting, wildlife surveys, wildlife capture and marking, and transportation for department staff; assist in contracting for private flying services; maintain the aircraft fleet; ensure compliance with aviation standards; FWP Safety Program Coordination.

General Recreational Use of State Lands – Provide compensation to School Trust (DNRC) for value of recreational use of legally accessible School Trust Lands by anglers, hunters and trappers.

COMMUNICATION AND EDUCATION DIVISION

Program Description – The Communication and Education Division, through its Helena office and 7 regional information and education program managers, is responsible for the department's primary information and education program. Responsibilities include: distributing public information through print, audio and visual media; coordinating youth education programs; coordinating the production of hunting, fishing and trapping regulations; coordinating the hunter, bow hunter, snowmobile, boat, and off-highway vehicle education and safety programs; and providing reception services for the department's Helena headquarters. The program publishes the Montana Outdoors magazine; produces video documentaries and television public service announcements and a weekly television report; maintains a film/video lending library and operates the department's wild animal rehabilitation center. Planning and human dimension (social) aspects of FWP management are additional responsibilities.

Functional Area
<p>Hunter/Aquatic Education - Develops and/or assists department staff in developing and presenting youth education programs and resource materials used in our public education outreach efforts. Coordinates training and cooperation with classroom teachers and youth group leaders throughout the state.</p> <p>Develops and oversees statewide curriculum, program goals and objectives and evaluates effectiveness of Hunter, Bowhunter and Trapper Education programs. Includes responsibilities for remedial and advanced adult hunter education programs, as well as scheduling two shooting centers and administering shooting range enhancement grants programs.</p> <p>Coordinates a statewide aquatic education program consisting of training and certifying fishing instructors, assisting with fishing clinics and educational programs.</p> <p>Provides female users an opportunity to learn different outdoors skills through the Becoming An Outdoors Woman program.</p>
<p>Motorized Safety Education - Develops and oversees boating safety and education statewide program, including informing the public of rules and regulations in cooperation with the Coast Guard Auxiliary. Develops training aids for use in instruction and administers a mandatory education program for youth. Snowmobile education program includes coordinating with and supplying materials to snowmobile club safety officers throughout the state and assisting with public information and education statewide efforts. OHV education includes informing the public of OHV regulations, safety and ethics considerations in a cooperative effort with special interest groups.</p>

Information Bureau - Coordinates statewide internal communication and specific media efforts including: news releases; news columns; public service announcements; weekly outdoor television reports, as well as documentaries on a variety of topics. Produces six Montana Outdoors magazines a year.

Gives information and direction to customers calling and visiting the department's Helena headquarters and responds to numerous information requests received through the mail, Internet and over the phone. Also handles Helena headquarters license agent responsibilities.

Coordinates production of hunting, fishing and trapping regulations.

Assists with issue management.

Regional Information Officers - Coordinate internal communication efforts for the regions, as well as serving as regional spokesmen for the department and coordinator of external regional media efforts. Presents programs on a variety of department-related topics. Provide information on a daily basis to customers, design and present conservation education programs to a variety of audiences and coordinate regional Hunter and Bow Hunter Education Programs. Assists with the management of issues and facilitate a variety of meetings.

Wild Animal Rehabilitation Center - Manage Helena-based shelter that has the goal of rehabilitating orphaned and/or injured wildlife for return to the wild.

ENFORCEMENT DIVISION

Program Description – The Law Enforcement Division is responsible for ensuring compliance with the department laws and regulations for the protection and preservation of big game animals, furbearing animals, fish, game birds, and other wildlife species. It also enforces laws and regulations relative to lands or waters under the jurisdiction and authority of the department such as parks, fishing access sites, and wildlife management areas, as well as those laws and regulations pertaining to boating, snowmobile, and all-terrain vehicle safety and registration. Other duties include administration of special purpose licenses, overseeing the department's licensing agents, and investigating wildlife damage complaints.

Functional Area
Fish and Wildlife Enforcement – Conduct compliance patrols; provide information and assistance to the public; perform routine and special investigations; manage the Criminal Investigation Section and TIP-MONT. Other activities include license fraud investigation, Fishing Access Site enforcement, simulated wildlife operations, saturation patrols, check station operations, outfitter enforcement, State Lands' recreation enforcement, Hunter Access Enhancement enforcement, public presentations, administrative inspections, training, and assigned duties.
Parks Enforcement – Conduct compliance patrols; provide information and assistance to the public; perform routine and special investigations; manage the TIP-MONT program. Other activities include training, public presentations, and assigned duties.
Boating and Water Safety Education and Enforcement – Conduct compliance patrols; provide information and assistance to the public; perform routine and special investigations. Other activities include accident investigation, public presentations, and assigned duties.
Snowmobile Enforcement – Conduct compliance patrols; provide information and assistance to the public; perform routine investigations. Other activities include public presentations and assigned duties.
Off-Highway Vehicle Enforcement – Conduct compliance patrols; provide information and assistance to the public; perform routine investigations. Other activities include public presentations and assigned duties.
Administration and Management – Manages and administers division resources, develops, allocates and monitors enforcement budgets, procures major equipment, oversees development of warden district workplans and enforcement program outcomes; develops operational guidelines, policies and standards; recruits, selects and oversees training of law enforcement personnel, issues commercial licenses and collection permits, administers TIP-MONT Criminal Investigation Section, Land Owner Sponsor program, state recreational boating, OHV and snowmobile programs, administers and maintains centralized law enforcement databases, prepares and presents reports, presentations to commission and legislature.

PARKS DIVISION

Program Description – The Parks Division is responsible for conserving the scenic, historic, archaeological, scientific, natural and recreation resources in state parks while providing for their use and enjoyment. The program includes 50 state parks, 320 fishing access sites, and 9 affiliated lands such as rifle ranges and recreation sites managed cooperatively by other agencies. Other programs administered by the division include motorized and non-motorized trails, and several community grants programs.

Functional Area
State Park Operations and Maintenance -- The Parks program manages 50 state park units and 9 affiliated lands totaling over 33,532 acres serving over 1.75 million visitors per year. Activities include site operations and maintenance; fee collection and compliance; major maintenance; capital construction; providing educational and interpretive tours, talks and information; historic preservation; and providing recreation related technical assistance to communities and organizations. These figures include the statutorily appropriated Bed Tax. These figures do not include budget amendments with the National Park Service (\$114,609) or the Parks Enterprise Fund (\$60,222).
Fishing Access Operations and Maintenance -- The Parks program manages 320 fishing access sites (FASs) totaling over 33,000 acres serving over 4 million user days per year. Activities include basic maintenance such as toilet cleaning, weed control, road maintenance and fencing; major maintenance; and capital construction. A typical FAS is 20 acres and has an access road, parking area, a boundary fence, a vault latrine and a boat launch. Camping is allowed at about ½ of the FASs.
State Trails Program -- This program provides grant funds to local communities; other agencies and organizations for trail construction, maintenance and repair. The primary emphasis areas are Snowmobile, Off Highway Vehicle (OHV) and the National Recreation Trails program, which allows for motorized, nonmotorized and diverse use trail funding. These amounts include 100% of biennial funding for equipment.
Community Grants Program -- The Parks program manages the federal Land and Water Conservation Fund program which distributes federal funds on a 1:1 matching basis to local communities and counties for outdoor recreation projects such as for tennis courts, soccer fields, trails, outdoor swimming pools and play grounds. This program has one modified FTE

FISHERIES DIVISION

Program Description – The Fisheries Division is responsible for preserving and perpetuating aquatic species and their ecosystems and for meeting public demand for fishing opportunities and aquatic wildlife stewardship. The division formulates and implements policies and programs that emphasize management for wild fish populations and the protection and restoration of habitat necessary to maintain these populations. The program 1) operates a hatchery program to stock lakes and reservoirs where natural reproduction is limited and to support conservation programs for species of special concern; 2) regulates angler harvest; 3) monitors fish populations; and 4) provides and maintains suitable public access.

Functional Area

Fish Management – Fisheries management involves several different activities including: survey and inventory, regulation setting, creel census, management planning and species management.

Survey and inventory is the largest element of the fish management functional area. Biological information is collected to monitor the status and trend of selected fish populations and their habitat. Surveys are conducted on stream, river and lake populations using a variety of techniques. The information collected in the surveys is used to make recommendations on fishing regulations. The regulation-setting process is an intensive public involvement effort that occurs over a several month period every fourth year, although regulations are reviewed and adjusted each year. Creel surveys are conducted to collect information on status of fish populations, angler harvest, satisfaction and effectiveness of regulations.

Management plans are prepared for selected waters on a regular basis. The management planning process is another intensive public involvement process generally taking a year to complete. The process includes summarizing existing information for presentation to the public, discussion with the public about management scenarios, including access issues, and adoption of the plan. Species management focuses primarily on T&E species or species of special concern. Species management plans have been prepared for bull trout, westslope and Yellowstone cutthroat trout, fluvial Arctic grayling and pallid sturgeon.

Hatcheries – The 10 hatcheries provide warm and cold-water fish for planting primarily in lakes and reservoirs that have limited ability for natural reproduction. The department has 8 cold-water hatcheries and 2 warm-water hatcheries. The primary production hatcheries are Jocko River, Giant Springs, Big Springs, Bluewater, Miles City and Fort Peck. The Washoe Park hatchery houses our westslope cutthroat trout brood and the Big Timber facility houses the Yellowstone cutthroat trout brood. Murray Springs is a mitigation hatchery that is funded by the U.S. Army Corps of Engineers. The capital portion of the budget is substantially higher than most years because it includes \$2,035,987 for the Big Springs Hatchery PCB cleanup.

Habitat Protection and Restoration – The habitat protection program includes our legal responsibilities to implement the 310 and 124 programs, habitat restoration and protection of our water rights. The 310 and 124 permitting programs are designed to protect stream banks and beds from unnecessary disturbance during construction. Our biologists work as part of a team with local conservation districts to implement the 310-permitting program of reviewing and recommending habitat protection improvements in streambed/bank projects undertaken by private individuals. The 124 program has the same objective but pertains to projects undertaken by government entities and is administered solely by the Fisheries Division.

The division also undertakes efforts to protect instream flows for fish that have been instituted either legislatively or through the reservation process and leases water for instream purposes when opportunities arise.

Habitat restoration efforts occur largely through the Future Fisheries Program. This is a grant program established by the legislature in the mid-1990s. Twice a year we accept applications for the funds. A citizen advisory council makes the final funding recommendations to our commission. The department also undertakes habitat restoration work as part of the mitigation for development and operation of both public and privately owned hydropower facilities on a regular basis. Additionally, the Landowner Incentive Program supports work to restore habitat for Grayling and Yellowstone Cutthroat located on private lands.

Fishing Access – Responsibility for the Fishing Access Site Program is divided between the Fisheries and Parks divisions. Fisheries is responsible for identifying sites (see Fish Management) and purchase of the sites. Parks division is responsible for maintenance. The funding for purchase of sites is found in the capital portion of the Fisheries' budget and is reflected here. In addition, the amount found here includes funding for a new program to help landowners that provide fishing access to private waters.

WILDLIFE DIVISION

Program Description – The Wildlife Division is responsible for the department statewide wildlife management program, which enhances the use of Montana's renewable wildlife resources for public benefit. It protects, regulates and perpetuates wildlife populations with habitat management and regulated harvest. Through promotion of land management practices, wildlife habitat areas are maintained and enhanced. In addition, the program provides wildlife recreational opportunities to the public, including non-game wildlife, and provides public information regarding conservation of wildlife populations and wildlife habitats. The program manages animals legislatively categorized as big game, nongame wildlife, game birds, furbearers, and threatened and endangered species.

Functional Area
<p>Habitat - Wildlife habitat protection, enhancement and maintenance occur through a variety of funding sources including species-specific earmarked funds as well as general federal aid. Habitat protection is accomplished through the acquisition of an interest in land either through fee title or easement terms. Comments on federal land management projects are focused on potential implications to wildlife habitats. Similar comments are provided to local planning boards on new subdivision activities. Enhancement activities occur on department owned lands (WMAs), federal lands and on privately owned lands through cooperative agreements. Enhancement activities generally focus on establishment of habitat and manipulation of vegetation such as burning and grazing or cropping systems. In the Migratory Bird Stamp program activities may involve the creation of wetland habitat through construction of dams.</p>
<p>Research - Research activities have focused primarily on issues identified by management personnel. These projects can be further categorized as short-term information needs addressed through a University stipend program or long-term research that have permanent department staff assigned for several years duration. Long-term research is currently being conducted on black bear in Swan Valley and satellite areas, mountain lion in the Garnet Mountains, mule deer in the Bridger Mountains, and a wolf/ungulate study is currently being conducted in southwest Montana. Short-term studies focus on sage grouse and sage brush habitat.</p>
<p>Technical Services - Annual harvest surveys are conducted to determine hunter participation, effort and species harvested. These data are compiled for hunting units, regions and statewide.</p> <p>The Wildlife Laboratory provides assistance to regional biologists in preparing specific tissue analysis, skull examination, etc. for health and reproductive status. Disease sampling of various wildlife species occurs both as a department priority and with other state and federal agencies. The Laboratory personnel also provide training and oversight to FWP's animal capture and immobilization activities.</p>

Management - The term management encompasses numerous activities that can similarly be categorized into six areas: Survey and Inventory, Regulations, Game Damage, Species Management and Predator Control.

Survey and Inventory represents a large part of the budget under the management category. Biological information is collected to monitor status and trends of selected wildlife populations. Information is gathered by aerial surveys, ground census, checking stations, etc. The information collected is used to make recommendations on hunting and trapping regulations. The regulation process is focused primarily on a public comment format with over 30 meetings held on the tentative regulations. Game damage is a shared program with Field Services and Enforcement. Field biologists respond to damage complaints as needed for big game species. Grizzly bear incidents are handled primarily by specialists assigned to regions 1, 2, 3 and 4.

Predator control is specific to control actions outlined in an MOU with Department of Livestock and APHIS. A line item appropriation is made for predator control work by the legislature. Likewise, the FWS has allowed only expenditures that are for wildlife management purposes.